



STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
312 ROSA L. PARKS AVENUE, 9TH FLOOR
NASHVILLE, TENNESSEE 37243
(615) 741-3605

Senior Director of Academic Affairs

The Tennessee Higher Education Commission (THEC) was created for the purpose of coordinating and supporting the efforts of postsecondary institutions in the State of Tennessee. THEC is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. We pursue this goal by innovating for student access and success, creating a policy environment conducive to increased degree attainment, and protecting students and consumers. Additional information about THEC may be found at www.tn.gov/thec.

Job Summary

Under the direction of the Chief Academic Officer, the Senior Director of Academic Affairs will supervise the Directors of Academic Affairs; support new academic program development and monitoring; host convenings of key stakeholders both virtually and in person; assist with revisions to policy and procedures for the Bureau of Academic Affairs and Workforce Alignment; collaborate on cross-bureau projects; and manage a variety of special projects. In carrying out these duties, the Senior Director will work closely with THEC staff across multiple bureaus, institutional and system-level staff, provosts, faculty, and other state and national agencies.

Primary Duties and Responsibilities

- Support the Academic Affairs and Workforce Alignment Bureau in carrying out the Commission's agenda in alignment with the higher education master plan.
- Lead the new academic program approval process which includes maintaining associated data systems such as the Academic Program Inventory and Off-Campus locations.
- Manage the Quality Assurance Funding annual reporting cycle in alignment with the outcomes-based funding formula timeline.
- Train and supervise Directors of Academic Affairs and oversee division of labor related to new academic programs and special projects.
- Assist with development and revision of Academic Affairs policies and procedures based on research, best practices, and in collaboration with institutional stakeholders.
- Create positive working relationships with university staff to facilitate academic program development, modification, and monitoring.

- Explore ways of maintaining and cultivating relationships among postsecondary stakeholders.
- Collaborate with internal and external partners on special projects and informational requests, including other bureaus at THEC. Special projects could include managing the statewide academic program inventory, managing the off-campus approval process, leading innovative student support practices, and/or managing the Tennessee Accreditation Network (TAN).
- Monitor implementation, evaluation, and compliance of grants and new initiatives, as needed.
- Represent THEC at statewide convenings and other meetings, as appropriate.
- Other duties as assigned.

Skills and Qualifications

- Master's degree or higher with progressive academic leadership experience in higher education.
- Experience working with academic program development, innovative student support practices, accreditation, and/or institutional effectiveness initiatives.
- Comfortable with leveraging data for decision-making and assessment purposes.
- Well-developed understanding of the culture of higher education.
- Strong leadership, interpersonal, and administrative skills required.
- Independent, self-starter who also works as a collaborative team member.
- Effective communicator with excellent written and oral communication skills.
- Goal oriented with strong organizational and technical skills.

This position will be located at the THEC office in Nashville and requires regular attendance at the agency's office with the possibility of a hybrid work schedule.

Anticipated Salary Range and Benefits

The starting salary for this position is \$115,000 - \$125,000 and is commensurate with experience and qualifications. This position offers a competitive benefits package that includes, health, dental, life insurance, and paid vacation and holidays.

How to Apply

Please submit a cover letter, resume, and contact information for three references to David Heithcock, HR Director, THEC/TSAC at thec.hr@tn.gov.